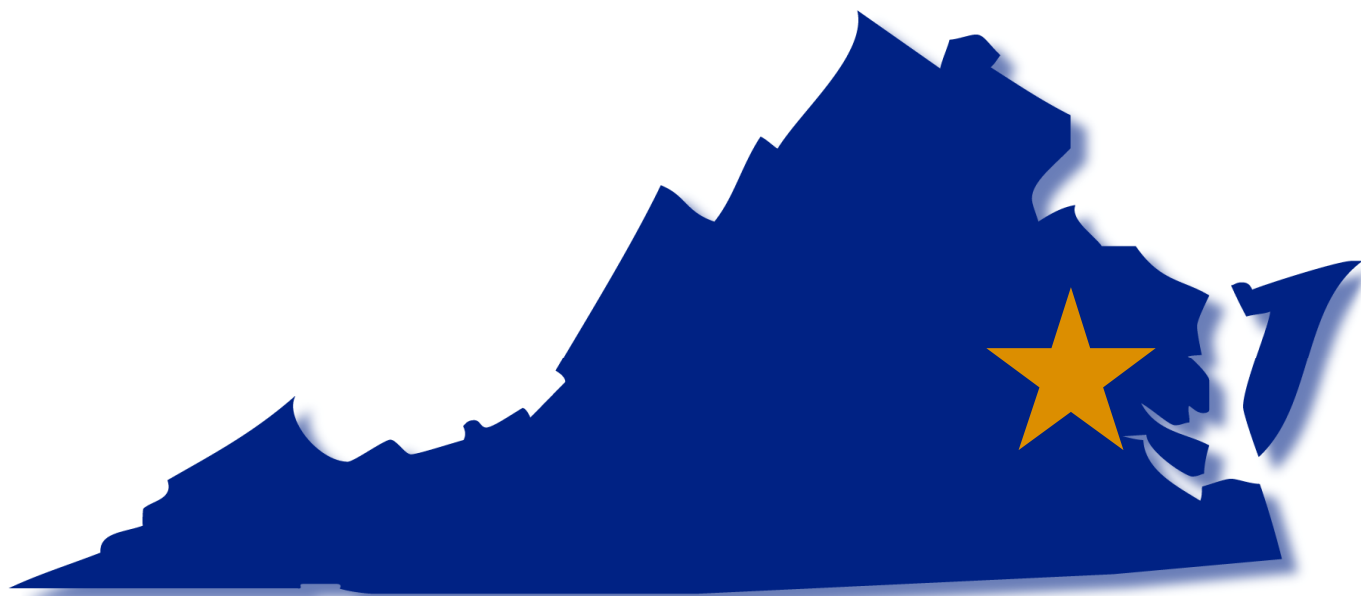




# NATIONAL ENVIRONMENTAL LABORATORY ACCREDITATION CONFERENCE

**SIXTH ANNUAL MEETING**

**J U N E 2 6 • J U N E 2 9 , 2 0 0 0**



**Radisson  
Fort Magruder Inn & Conference Center  
6945 Pocahontas Trail  
Williamsburg, Virginia 23185  
1-800-333-3333  
or  
1-757-220-2250**

Co-Sponsored by the U.S. Environmental Protection Agency and  
Virginia Division of Consolidated Laboratory Services in cooperation with the States,  
territories, and other federal agencies.



## Background

The National Environmental Laboratory Accreditation Conference (NELAC) is a voluntary association of State and federal agencies established to develop uniform laboratory accreditation standards. NELAC voting members include State and federal agencies. Other stakeholders (contributors) provide comment at all stages of the standards development process. A federally-chartered advisory committee, the Environmental Laboratory Advisory Board, offers consensus advice from a wide range of private sector interests.

NELAC operates as follows:

- States and federal agencies adopt standards and serve as accrediting authorities;
- Accrediting authorities perform laboratory assessments or may contract with a third party for performance of the on-site assessment;
- A multi-government team evaluates States' accreditation programs and recommends recognition of the programs;
- All recognized accrediting authorities agree to accept reciprocity; and,
- Laboratories seek accreditation within their State, if available.

## Who Should Attend

Anyone interested in the production of sound environmental data should attend this meeting. State and federal officials, environmental laboratory representatives, trade associations, environmental public interest groups, academia, local governments, Indian tribes, laboratory assessment bodies, regulated manufacturing industry, engineers and consultants will find the sessions particularly valuable to their work. If your interest is nationwide acceptance of your State accreditation, avoidance of costly laboratory inspections with varying requirements, or participation in the development of national standards that are practical, effective, and cost-efficient, then attendance at NELAC VI should be important to you.





## Banquet

The Radisson Fort Magruder Inn will cater a traditional plated colonial dinner with fresh baked breads, carved meats, and costumed servers. Family and friends of registrants are encouraged to be a part of this event. The banquet fee will be \$25 per person attending the banquet.

## Conference Site and Reservations

For nearly three hundred years, people have gathered in Williamsburg to share ideas, resolve conflict, and celebrate triumph. As one of the area's premier hotels, the Radisson Fort Magruder Inn & Conference Center is a landmark meeting experience. The Inn is situated on a historic battlefield now surrounded by beautiful landscapes. A mile away, travel to the exciting world of Busch Gardens Williamsburg, a 17th century European-style theme park featuring more than 30 rides and attractions. Water Country USA is sure to be a splash as well for the whole family.

Colonial Williamsburg is a vibrant, restored eighteenth-century community, complete with authentic furnished colonial homes and stores, trade shops and taverns. You'll see women in colonial dress tending shop or herding sheep, tradesmen meticulously forging metal, forming bricks, and driving braces of oxen. Other attractions include the Dewitt-Wallace Decorative Arts Gallery, Carter's Grove Plantation and the Abby Aldrich Rockefeller Art Center. Merchants Square, located between the College of William and Mary and Colonial Williamsburg, offers unique quaint specialty shops. And within driving distance, the area provides the Pottery Factory and many outlet malls that are sure to please your fancy. Visit this wonderful area on the web at [www.visitwilliamsburg.com](http://www.visitwilliamsburg.com) or call 1-800-447-8679 for a copy of the Williamsburg Vacation Planner.

Reservations at the Radisson Fort Magruder Inn & Conference Center for the NELAC VI Conference, June 25-28, 2000, should be made **prior to June 4, 2000**. In addition to the four nights for the conference, the \$89 nightly lodging rate (plus applicable taxes) will also apply to conference attendees wishing to stay at the hotel the nights of June 23-24, 2000, and June 29-July 2, 2000. **The cut-off date for these reservations will be May 23, 2000.**

## Travel Information

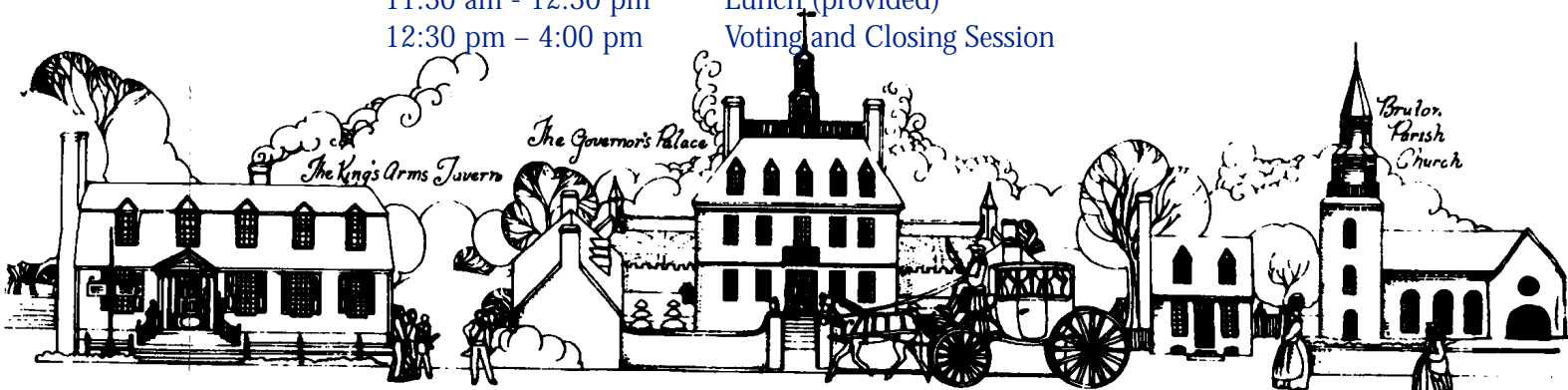
The Radisson Fort Magruder Inn and Conference Center is located at 6945 Pocahontas Trail, Williamsburg, in southeastern Virginia and is accessible to 3 international airports. The Williamsburg/Newport News International Airport is within 18 miles of the hotel. The Richmond International Airport is located 45 miles **west** of Williamsburg and the Norfolk International Airport is within 45 miles **east** of the hotel. Cabs and shuttles are available at all airports for transport to the conference center.

If you are driving on I-64 from either Norfolk, Newport News, or Richmond, take Exit 242A/Route 199 (Busch Gardens/Williamsburg). Follow Route 199 to Route 60 East/West Exit. Take a left on Route 60 West. The Radisson Fort Magruder Inn is located one mile on the left on Route 60.



## Preliminary Schedule

<b>Sunday, June 25</b>	2:00 pm – 8:00 pm	Registration
<b>Monday, June 26</b>	8:00 am - 5:00 pm	Registration
	10:30 am - 12:30 pm	Opening Session
	12:30 pm - 1:30 pm	Lunch (provided)
	1:30 pm - 5:00 pm	Concurrent Committee Meetings <ul style="list-style-type: none"><li>• Accrediting Authority</li><li>• Proficiency Testing</li><li>• Quality Systems</li></ul>
	5:00 pm - 6:00 pm	Environmental Laboratory Advisory Board Open Forum
<b>Tuesday, June 27</b>	8:00 am - 5:00 pm	Registration
	9:00 am - 12:30 pm	Concurrent Committee Meetings <ul style="list-style-type: none"><li>• Field Activities</li><li>• Program Policy &amp; Structure</li><li>• Quality Systems</li><li>• On-Site Assessment</li></ul>
	12:30 pm - 1:30 pm	Lunch (provided)
	1:30 pm - 5:00 pm	Concurrent Committee Meetings <ul style="list-style-type: none"><li>• Accreditation Process</li><li>• Field Activities</li><li>• On-Site Assessment</li><li>• Special Session (Fields of Testing) (1:30 pm – 3:00 pm)</li><li>• Regulatory Coordination (3:30 pm – 5:00 pm)</li></ul>
	6:00 pm – 8:00 pm	Colonial Banquet
<b>Wednesday, June 28</b>	8:00 am - 5:00 pm	Registration
	9:00 am - 12:30 pm	Concurrent Committee Meetings <ul style="list-style-type: none"><li>• Accrediting Authority Review Board</li><li>• Membership &amp; Outreach</li><li>• National Database</li><li>• Transition</li></ul>
	12:30 pm - 1:30 pm	Lunch (provided)
	1:30 pm - 5:00 pm	Environmental Laboratory Advisory Board Meeting
<b>Thursday, June 29</b>	8:00 am – 10:30 am	Registration
	8:30 am - 11:30 am	Plenary Session <ul style="list-style-type: none"><li>• Review of Proposed Changes to Standards</li><li>• Summary of Administrative &amp; Ad Hoc Committee Meetings</li></ul>
	11:30 am - 12:30 pm	Lunch (provided)
	12:30 pm – 4:00 pm	Voting and Closing Session





## NELAC VI Conference Pre-Registration Form

(Please type or print clearly)

Name (as you wish written on badge): \_\_\_\_\_

Title: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

### Enclosed is a check or money order for:

\$\_\_\_\_\_ for 4 day Conference Registration (\$125 per person)

\$\_\_\_\_\_ for 1 day Registration(\$35 per day): date/s of attendance \_\_\_\_\_

\$\_\_\_\_\_ for Optional Banquet (\$25 per person x \_\_\_\_\_ persons)

### Send payment with this form to:

Attn: Brenda Carroll  
Department of General Services  
Bureau of Fiscal Services  
P. O. Box 267  
Richmond, VA 23203-0267  
Telephone: (804)225-4652

**Credit Card Registration:** Credit card registrations must either **be faxed to Brenda Carroll at (804) 371-8425 or** submitted through our secure website at **[www.dgs.state.va.us/dcls](http://www.dgs.state.va.us/dcls)**

☐ Master Card ☐ Visa Expiration Date: \_\_\_\_\_

Card Number: \_\_\_\_\_ Signature of cardholder : \_\_\_\_\_  
(as it appears on card)

### Please check all that apply.

☐ Yes, I will attend the ELAB meeting on June 28, 2000

☐ I am attending NELAC VI as a voting member.\*

☐ I am attending NELAC VI as a Contributor.\*\*

### If you are a voting member:

☐ I will vote as a Designated Representative.

☐ I will vote as the Alternative Representative.

☐ I will vote as a Delegate.

☐ I have responsibilities in laboratory accreditation.

☐ I have responsibilities in environmental regulation.

*\*A voting member votes in the House of Representatives or in the House of Delegates. The House of Representatives is comprised of environmental officials specifically designated by the State, Territory, Possession of the United States, District of Columbia, or federal government to represent them. Voting members in the House of Delegates are all other environmental officials of the States, Territories, Possessions of the United States, the District of Columbia or the federal government.*

*\*\*You are a Contributor if you represent a laboratory, manufacturer, industry, business, consumer of laboratory services, academia, laboratory associations, counties, municipalities, and other political subdivisions of States, Territories, and Possessions of the United States, other federal officials not engaged in environmental activities, and other persons who are interested in the objectives and activities of NELAC.*

### Government

- ☐ County ☐ EPA  
☐ Local ☐ Indian Tribe  
☐ State ☐ Other Federal

### Private Sector

- ☐ Private Laboratory ☐ Environmental Group  
☐ Accreditation Body ☐ Academia  
☐ EPA Regulated Industry ☐ Other (please specify) \_\_\_\_\_

*For additional registration forms, please copy this form and submit a separate registration for each individual wishing to attend NELAC VI.*

**For more information, contact:**

**The Division of Consolidated Laboratory Services  
(804) 786-7905**



## ELAB Meeting

The Environmental Laboratory Advisory Board (ELAB) is a federal advisory committee established to obtain consensus advice and counsel on the NELAC standards and processes. ELAB members are representatives of the laboratories, third party assessors, environmental interest groups, engineering firms, local government, and Indian tribes. ELAB will consider the proposed changes to the NELAC standards and provide consensus advice before the voting sessions. ELAB will meet the afternoon of June 28, 2000.

## Internet Service

Proposed changes to the current NELAC standards and the constitution and bylaws are available through the NELAC Home Page on the World Wide Web. Look up  
<http://www.epa.gov/ttn/nelac>.

## Board of Directors and Committee Chairs

### Board of Directors

Dr. James L. Pearson, Chair  
Dr. Charles Brokopp, Chair-Elect  
Dr. Kenneth W. Jackson, Past Chair  
Ms. Jeanne Hankins, Director  
Ms. Lisa Doucet, (Acting) Exec.Sec.  
Dr. Ronald Cada  
Ms. Barbara Finazzo  
Dr. Paul Kimsey  
Ms. Sylvia Labie  
Ms. Anne Rhyne  
Ms. Jackie Sample

### Standing Committee Chairs

Dr. John Griggs, Accreditation Process  
Mr. John Anderson, Accrediting Authority  
Mr. Dan Bivins, Field Activities  
Mr. William Ingersoll, On-Site Assessment  
Dr. Marcia Davies, Program Policy & Structure  
Ms. Barbara Burmeister, Proficiency Testing  
Mr. Joe Slayton, Quality Systems  
Dr. Michael Miller, Regulatory Coordination

### Ad Hoc Committee Chairs

Mr. Matthew Caruso, National Database  
Dr. Charles Brokopp, Transition  
Ms. Carol Batterton, Transition

### Administrative Committee Chairs

Dr. Irene Ronning, Membership & Outreach  
Dr. Kenneth W. Jackson, Nominating